



## Job Central User Guide

### Job Seeker

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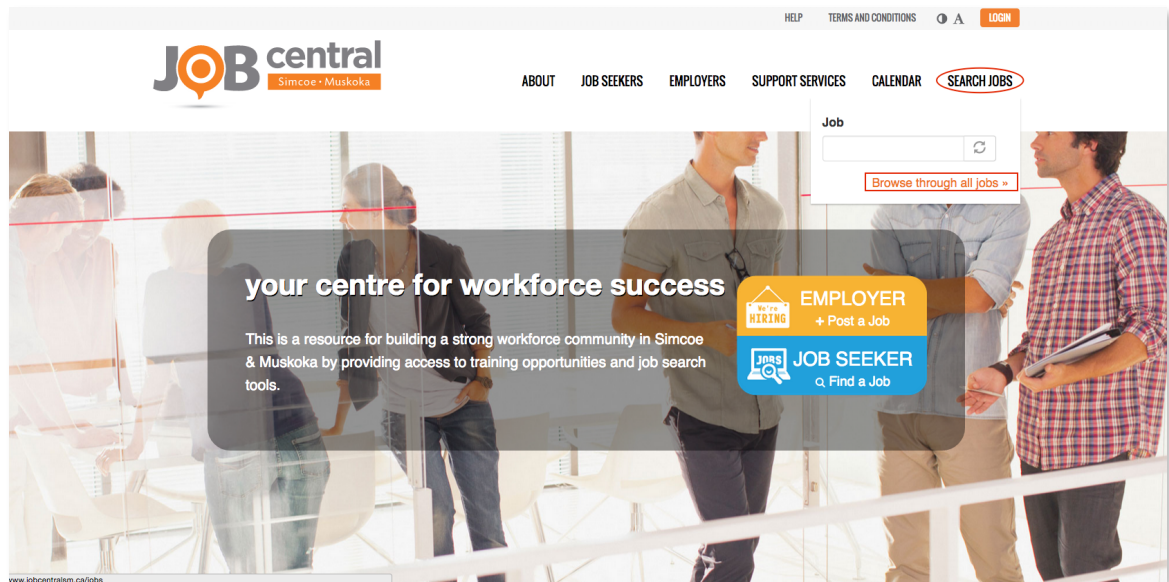
## Job Seeker User Guide

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# Job Seeker User Guide


## Searching for a Job

Use the search tool to find a relevant post by keyword; such as job title or employer name.




Use the advanced filter to narrow your results by postal code, city/town or by km from postal code.

### Job Search

**Pizza cook (shift manager)**


2 days 1 hour ago

Barrie

**Pizza cook (manager)**

2 days 1 hour ago

Barrie

**Cook**

2 days 21 hours ago

Orillia

Employment services assistance

**Job**

cook

**Location**


10 km

Enter the name of a city or a postal code to find a job near you

Apply

## Applying to a Job Central Job Post

Once you have found a job and would like to apply, click the link to open up the full page post.

 **Project Facilitator Assistant/Office Assistant**  
Simcoe Muskoka Workforce Development Board  
3 days 15 hours ago

Barrie

Temporary or Student

Job

Location

### Project Facilitator Assistant/Office Assistant

Simcoe Muskoka Workforce Development Board | Posted on April 24, 2015 | Located in Barrie

**Job requirements:**  
Microsoft office suite

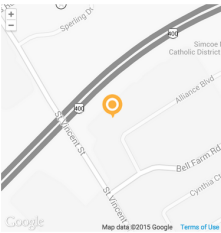
**Qualifications:**  
Grade 12 diploma or equivalent  
Must be returning to school full time in the fall

**Soft skills:**  
Detail oriented  
Excellent customer service skills

**Job Description:**  
General: The Simcoe Muskoka Workforce Development Board (a non-profit organization) is seeking a summer student to join our team and assist with our various projects. We need a motivated and energetic individual with a professional attitude.

**Duties include:**

- Provide general administrative support within a small office. Microsoft Office skills needed.
- Assist with meetings, note-taking and drafting basic office documents.
- Assist with project facilitation, research and community outreach.



Map data ©2015 Google

**Term of employment:** Temporary or Student  
**Position Level:** Entry / Junior

serve. SMWDB is committed to providing accommodations throughout the recruitment process. If you require accommodation please notify us and we will work with you to meet your needs.

We encourage applications from all qualified individuals; however, only those under consideration will be contacted.

[Apply now](#)

**By email:**  
[judith@smwdb.com](mailto:judith@smwdb.com)

You will see on the top of the job post 3 tabs that say “View”, “Apply” and “Back to search”. You can toggle between these tabs. The back to search tab will take you back to the job search page. Apply will take you to the Application.

[View](#) [Apply](#) [Back to search](#)

Click the “Apply now” button when you are ready to apply for the job posting. Make sure to fill in all the required fields (as indicated with a red asterix\*).

Apply for: Project Facilitator Assistant/Office Assistant

**Email**

The email to associate with this registration.


**Name \***

First name \* Last name \*

**Primary phone \***  **ext**

**Secondary phone**

**Postal Code \***

This information is not sent to the employer of this job, but rather may be used by JobCentral and the Simcoe-Muskoka Workforce Development Board  in aggregate reporting.

**Cover letter**  No file chosen

Files must be less than 100 MB.  
Allowed file types: doc docx pdf rtf txt odt.

In addition, it is highly recommended that you fill out the whole application ie. Cover letter, Resume and the Questionnaire.

**Cover letter**  No file chosen

Files must be less than 100 MB.  
Allowed file types: doc docx pdf rtf txt odt.

**Resume file**  No file chosen

Files must be less than 100 MB.  
Allowed file types: doc docx pdf rtf txt odt.

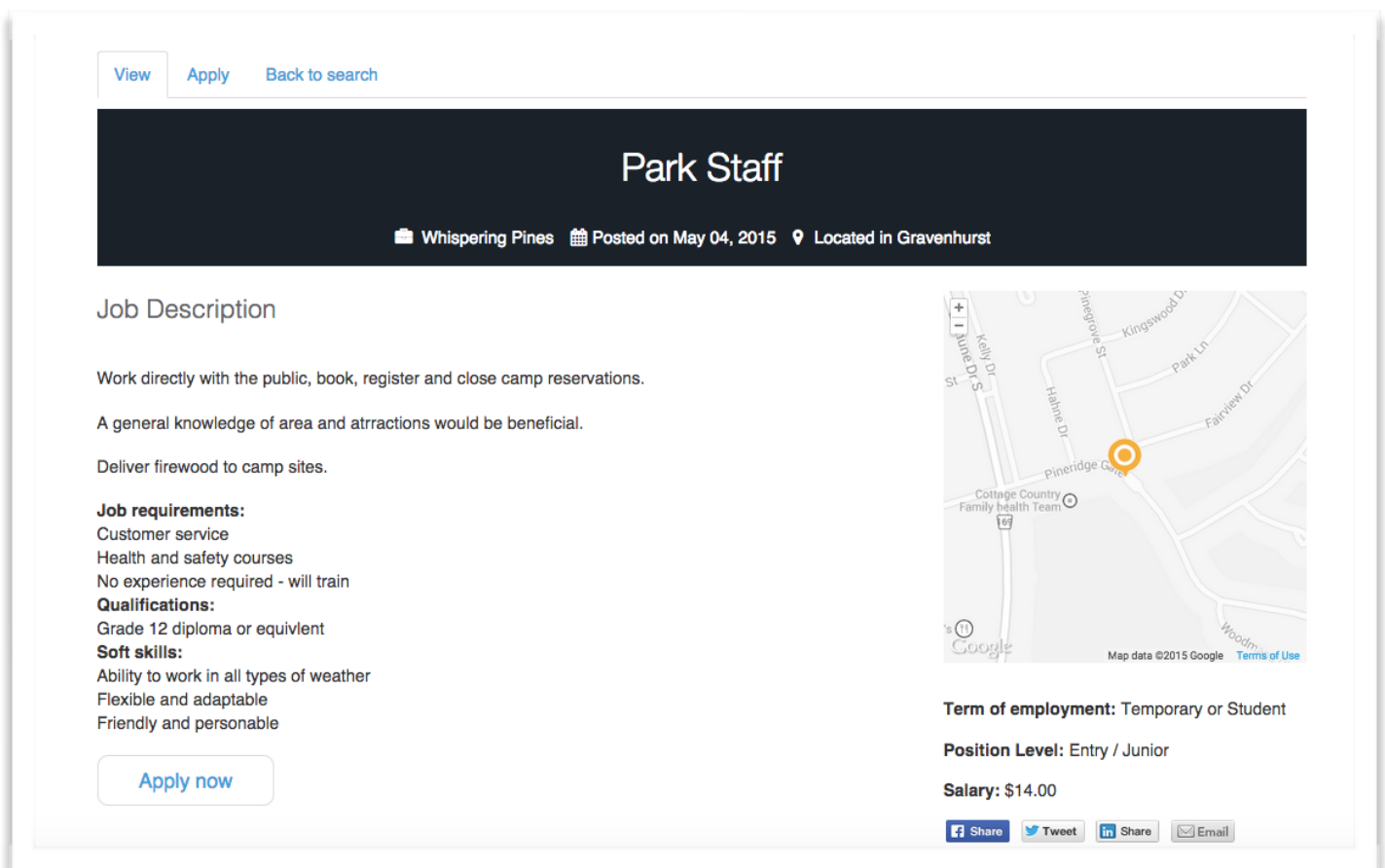
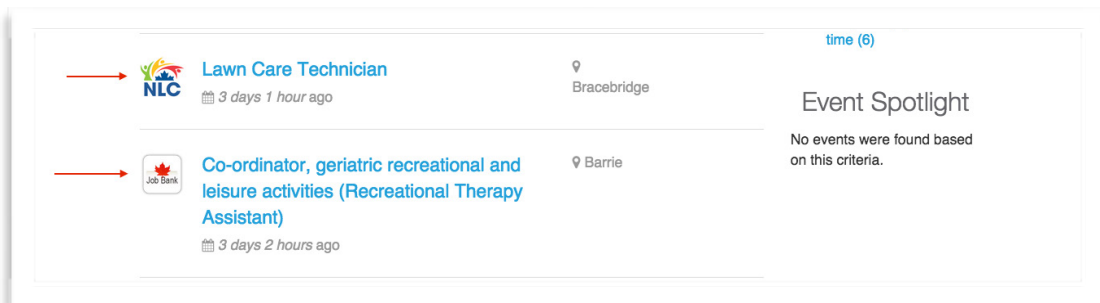
**Years of experience in**

**Forklift certification question 1?**

Hit “submit application” when ready.

## Applying to Other Job Posts

Once you have found a job and would like to apply to it, click the link to open up the full page post. If the job you have selected does not have an “Apply now” button, you will need to follow the directions for applying by clicking on “See full job details” provided by the employer.



If you have any other questions please contact [info@jobcentralsm.ca](mailto:info@jobcentralsm.ca) or by using the feed back form found under About (<https://www.jobcentralsm.ca/about/feedback>)